Staff Classification Description – Accountant II

Skill Category: Professional
Position (Employee) Class: 3N102 (E1)
Grade: 15
Date: 09/2019

Department: As assigned

Educational & Experience Requirement: Bachelors degree in Accounting required from a four-year College and four years of professional governmental or commercial accounting experience.

Nature & Purpose of Position: Performs all Level I duties/responsibilities and applies principles of accounting to analyze financial information, prepare adjusting entries, reconciliation’s, and financial reports.

Supervision Given & Received: Dependent upon level, may have supervisory responsibilities.

Primary Responsibilities: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbent’s performance objectives as outlined by the incumbent’s immediate supervisor or manager. Performs Accountant I duties. Assists in the development, implementation, and monitoring of accounting systems and accounting controls. Conducts studies and submits recommendations for improving the University’s accounting operation. Collects appropriate data and prepares federal, state, and local reports and tax returns. Prepares statements and reports of estimated future costs and revenues. Assists in the collection of and preparation of external audit materials and financial reporting. Participates actively in the preparation of the Annual Financial Report, Operating Budget, and Legislative Appropriation Request.

Other Specifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and boards of directors. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to feel, talk, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and move up to 10 pounds.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.